

**ARIZONA DEPARTMENT OF HEALTH SERVICES  
OFFICE OF CHILD CARE LICENSING  
GUIDELINES FOR FINGERPRINTING REGISTRATION**

1. Call the Department of Public Safety (D.P.S.) for Fingerprint Clearance Card Application Packet at (602) 223-2279. Included in the packet is:
    - a. *Roll card*
    - b. *Applicant Fingerprint Card Instructions*
    - c. *Applicant Fingerprint Clearance Card Application*
    - d. *Fingerprint Clearance Card Eligibility Information*
  2. Read instructions, and complete packet. Mark:
    - a. 36-897(01) & 36-897(03) to work for Small Group Homes or
    - b. 36-883(02) & 36.882 to work for a Center
  3. Call your Department of Health Services (D.H.S.) regional office at:  
Phoenix – (602) 364-2539, Flagstaff – (928) 774-2707, or Tucson – (520) 628-6540 for a *Criminal History Affidavit* form.  
Place original *Criminal History Affidavit* and copy of the *Applicant Fingerprint Clearance Card Application* in employee(s) personnel file.
  4. **Pursuant to A.R.S. § 36-883(02)(A)...within seven working days of applicant's employment or beginning volunteer work.** Mail the rest of the packet with a check or money order to:  
D.P.S. Applicant Clearance Card Team  
P.O. Box 18390  
Phoenix, Arizona 85005-8390
- ☛ **It is recommended that D.P.S. be called to document the status of a Clearance Card if it has not been received within 3 to 4 months.**
5. **After receipt of Clearance Card;**
    - o Make 1 copy of the card for the employee's personnel file.
- ☛ **If an employee works in more than one Facility, copies of the Clearance Card and an original *Criminal History Affidavit* must be on file at each location.**
6. New hires who have previously been fingerprinted and possess a Clearance Card:
    - a. Have the employee fill out and notarize a *Criminal History Affidavit* within seven days of hire.
    - b. Place original *Criminal History Affidavit* in the employee(s) personnel file.
    - c. It is REQUIRED that D.P.S. be called to document the status of a Clearance Card.
    - d. Copy the Clearance Card for the employee's personnel file.

**NOTE: WHEN SUBMITTING AN APPLICATION FOR NEW OR RENEWAL OF LICENSE/CERTIFICATE, COPIES OF *FINGERPRINT CLEARANCE CARDS* AND *CRIMINAL HISTORY AFFIDAVITS* MUST BE PROVIDED TO THE DEPARTMENT FOR SIGNERS OF THE APPLICATION.**

**RENEWAL OF FINGERPRINT CLEARANCE CARDS**

**NOTE:** Upon renewal of an expiring *Fingerprint Clearance Card*, a new *Criminal History Affidavit* must also be completed and the original kept on file at the facility. A copy of the *Fingerprint Clearance Card Application* and the new *Fingerprint Clearance Card*, upon receipt, must be on file at the facility.